

## JOB OPENINGS

**Number of Openings:**

1

**Company Name:**

**Lab Support, a Division of On Assignment, Inc.**

**Job Title:**

**Quality Assurance Inspector**

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Quality Assurance Floor Inspector for Pharmaceutical Company Pharmaceutical company has an immediate full time opportunity for an individual with experience in monitoring areas for adherence and enforcement of Standard Operating Procedures SOPs and Good Manufacturing Practices cGMPs. This opportunity is perfect for someone with the drive and passion to meet national and international quality standards of company's products.

**Responsibilities:** Conducting inspection, documentation check and release to run product in manufacturing and or packaging Performing quality assurance processes as well as sampling and testing products Monitoring efficiency and cost effectiveness of product output Complying with company policies and procedures Performing other duties as assigned Data entry and analysis of results

**Qualifications:** High School Diploma or GED Experience in a pharmaceutical setting is a plus Knowledge of SOP and cGMP

For immediate consideration, please send resume, salary expectations, availability, and contact information to [LongIsland@labsupport.com](mailto:LongIsland@labsupport.com) and in the subject line, include QA Floor Inspector.

**Job Location:**

**Melville, New York**

**Duration:**

Full Time, Regular

**Minimum Education Required:**

**High School Diploma**

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by email:

Email: [kerenza.belgrave@labsupport.com](mailto:kerenza.belgrave@labsupport.com)

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative



## JOB OPENINGS

### Part 1

**Number of Openings:**

1

**Company Name:**

**LIF INDUSTRIES**

**Job Title:**

**Hi-Low operator**

**Minimum Experience Required:**

1 year

**Job Description:**

Job Description: Long Island Fire Proof Door is one of the largest manufacturers of custom hollow metal doors and frames and stocking distributors of hollow metal doors and frames, wood doors and architectural finish hardware in North America. We are currently seeking a Forklift Driver (2nd Shift) to join our Port Washington, NY office.

**Duties:** Operate a forklift to move, locate, relocate, and stack material in a safe fashion. Verifies that material is free from damage. Loads and unloads materials and orders on box trucks, trailers and straight trucks as needed without damaging product. Performing quality checks on machinery and equipment Inspect product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery. Perform variety of routine tasks to assist in production activities. Performs a daily safety and maintenance check on assigned equipment and documents those checks on the appropriate form. Makes sure his/her equipment is being charged at the end of every day and routine maintenance is performed as specified. Follow all company rules and policies. Follow all safety rules and quality and OSHA standards. Work with team members to maximize productivity and efficiency. Please submit your resume for consideration to [careers@lifi.net](mailto:careers@lifi.net)

This position is Monday - Friday, 3:30 pm to 12:00 am LIF Industries is an Equal Opportunity Employer.

## BUSINESS SERVICES

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Suffolk County Executive

**Frank Nardelli**  
Commissioner

**James DiLiberto**  
Workforce Investment Board Chair

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## **JOB OPENINGS**

### **Part 2**

**Job Location:**

Port Washington, New York

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Minimum Education Required:**

Less Than High School

**Driver Licenses, Including Endorsements:**

Hi-Low Certification a plus; Class D (Operator)

**How to Apply:**

To apply, contact the employer by email:

Email: [careers@lifi.net](mailto:careers@lifi.net)

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative



## JOB OPENINGS

**Number of Openings:**

1

**Company Name:**

**Arctic Glacier**

**Job Title:**

**Production Lead**

**Minimum Experience Required:**

**5 years**

**Job Description:**

The Production Supervisor is responsible for managing the manufacturing and processing of quality ice while meeting or exceeding budget. Duties and Responsibilities: Leads manufacturing and shipping departments and ensures the highest quality products that are among the Arctic Groups lowest cost per ton. Directs control of all plants mechanical and maintenance departments in order to achieve optimum production while following the PIQCS process and adhering to the companies' policies. Establishes and achieves operating overhead and variable budgets as well as directs the departments in such a manner to ensure the highest level of efficiency while meeting budgeted costs and standards. Assures effective labor relations and consistent policy administration. Trains and motivates employees to achieve peak productivity and performance. Develops subordinates in the performance of their duties for positions of greater responsibility. Maintains adequate programs for the sanitation and housekeeping practices that fully meet the requirements of company policy and governmental regulations. Directs a structured goals and objectives program resulting in annual cost savings, productivity improvements and accomplishments of overall objectives. Assists other departments and distribution centers as needed with projects and/or questions. Available to other Arctic regions as needed for special projects. Other duties as assigned. Accountability and Performance Measures: Maintains adequate inventory levels to meet demand in sales. Responsible for the performance management of production staff. Maintains proper staffing level to ensure efficient operation of the department.

**Organizational Relationships:** Reports directly to the Plant Manager.

**Directly Supervises:** Production Associates.

**Key Relationships:** Maintenance Associates. Maintenance Manager. Competencies: Technical: Strong mechanical aptitude. Vast knowledge of mechanical equipment operation. Excellent mechanical trouble shooting skills. Behavioral: Ability to work well with others, while maintaining strong supervisory skills. Excellent analytical and problem solving skills. Excellent communications and interpersonal skills. Excellent organization and time management skills. Ability to identify the need and the willingness to seek assistance or guidance when necessary. Patient, persistent, adaptable and detail oriented. Weekends and over-time required during height of season.

Qualified candidates may email resume to: [bhill@arcticglacier.com](mailto:bhill@arcticglacier.com)

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## **JOB OPENINGS**

### **Part 2**

**Job Location:**

**35 Engel Street  
Hicksville, New York**

**Pay:**

**\$15.00 - \$20.00 Hourly**

**Benefits:**

**Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan**

**Duration:**

**Full Time, Regular**

**Work Days:**

**Work days vary**

**Minimum Education Required:**

**GED**

**Driver Licenses, Including Endorsements:**

**No Driver License requirements specified.**

**How to Apply:**

**To apply, contact the employer by email:**

**Email: [bhill@arcticglacier.com](mailto:bhill@arcticglacier.com)**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

## JOB OPENINGS

### Part 1

**Number of Openings:**

1

**Company Name:**

**ADCHEM CORP**

**Job Title:**

**Quality Assurance Engineer**

**Minimum Experience Required:**

**3 years**

**Job Description:**

Adchem Corporation, a manufacturer of Pressure Sensitive Adhesives Tapes, in Riverhead, NY, seeks a QA Engineer with at-least 3 years' experience. The person will report directly to QC Manager. Work is ONSITE ONLY. You must be local in Long Island and can drive daily to the work site. Primary Function: Follow up and sustain improvements generated by Corrective Actions and assist in maintaining Adchem's Quality management System (QMS) to comply with ISO 9001-2000 and ISO 17025 and coordinate Adchem's supplier quality assurance program.

**Position Requirement:** BA or BS degree in applied mathematics or statistics.

**Principal Duties and Responsibilities:**

1. Assist in maintaining the Adchem QMS in compliance with ISO 9001-2000 under the direction of the QC Manager
  - 1.1 Review and analyze data and produce charts and reports for management review.
  - 1.2 Prepare and submit Quarterly Reports for those customers that require them.
  - 1.3 Conduct internal audits, as a member of the internal audit team (ISO requirement).
  - 1.4 Review corrective action responses and conduct follow-ups on those to close out the CAR.
2. Assist in maintaining the Adchem, laboratory in compliance with ISO 17025 under the direction of the Technical Support Manager.
  - 2.1 Provide analysis of data on Gage R&R and inter laboratory comparison experiments in accordance with requirements of ISO 17025.
  - 2.2 Maintain Calibration of equipment related to A2LA Lab.
  - 2.3 Internal proficiency testing.
3. Implement statistical control techniques for all critical to quality properties.
  - 3.1 Prepare SPC charts on product and process parameters.
  - 3.2 Prepare analysis charts for FMEA (Failure Mode Effects Analysis) studies; initiate and participate on FMEA study teams.
4. Upgrade SPC and statistical software as required.
5. Coordinate Adchem's Supplier Quality Assurance program under the direction of the R&D Manager.
6. Monitor and report on status of corrective actions with vendors under R&D supervision.

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## **JOB OPENINGS**

## **BUSINESS SERVICES**

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### **Part 2**

7. Assist in setting up and maintaining raw material specifications with vendors under supervision of R&D.
8. Monitor and report on status of all internal corrective actions under QA supervision.
9. Manage the internal audit process.
10. Assist in training the QC staff in the QMS.
11. Participate in problem solving teams as related to QSR projects.
12. Follow and rigorously enforce all safety rules and regulations.
13. Perform additional duties as assigned by the QC Manager.

### **Job Location:**

**Riverhead, New York**

### **Benefits:**

**Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan**

### **Duration:**

**Full Time, Regular**

### **Work Days:**

**Monday thru Friday**

### **Minimum Education Required:**

**Bachelor's Degree**

### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

### **How to Apply:**

**To apply, contact the employer by email:**

**Email: [hresources@adchem.com](mailto:hresources@adchem.com)**





## **JOB OPENINGS**

**Number of Openings:**

1

**Company Name:**

**AIP Publishing LLC**

**Job Title:**

**Bi-lingual Account Sales Manager (Spanish/English)**

**Minimum Experience Required:**

**5 years**

**Job Description:**

Lead the effort to sell subscriptions of the AIP product portfolio across the assigned territory. At its core, this is a solution sell position, requiring the incumbent to fully understand clients' information needs and ensure that professional, productive relationships are established and maintained with key representatives of those clients.

**Required:**

Bachelor's degree in business or related field and five year's relevant experience in a sales and marketing environment, or equivalent combination of education and experience. Strong interpersonal relationship skills highly desirable, with an emphasis on customer relations. Ability to work in cross-functional teams of AIP staff. Professional demeanor and ability to give formal presentations and/or informal reports to other staff. Ability and willingness to travel up to 50% of the time. Familiarity with the STM Publishing environment a plus. Ability to read and converse in Spanish is required.

**Job Location:**

**Melville, New York**

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Shift:**

First (Day)

**Minimum Education Required:**

**Bachelor's Degree**

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer, by email, or on-line:

Email: [aiphrrny@aip.org](mailto:aiphrrny@aip.org)

Contact: Madelene Jean-Baptiste

## **BUSINESS SERVICES**

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## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

**Number of Openings:**

1

**Company Name:**

BDO

**Job Title:**

Audit Intern

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

**Job Summary:** BDO's Core Purpose is Helping People Thrive Every Day. Our Core Values reflect how we manage our work, our relationships and ourselves. As an employee of the firm, you will live true to our Core Values of people first, being exceptional every day in every way, embracing change, feeling empowered through knowledge and choosing accountability. Our Core Values are the standards by which we conduct ourselves day in and day out, both internally and externally. BDO is a place for energetic self-starters who can think and act like entrepreneurs. As an Intern in our Assurance practice, you will begin to utilize your educational background as well as your organizational skills as you serve the firm's dynamic client base. You will assist in problem solving and fact-finding, working side-by-side with more experienced team members who can provide you with direction, coaching and learning opportunities. This opportunity will allow you to gain a unique hands-on perspective on our firm's practices and people, as well as beginning to forge the critical relationships that will help maximize your chance for success in your career.

**Qualifications Education:-** Enrolled in a Bachelors or Master's program in Accounting or other relevant field required - Pursuing a master's degree in Accounting or other relevant field preferred

**Experience:-** Leadership experience preferred **License/Certifications:-** Actively pursuing school credits to become a CPA **Software:-** Proficient in Microsoft Office Suite, specifically Word, Excel and PowerPoint

**Other Preferred Knowledge, Skills Abilities:-** Strong written and verbal communication skills- Ability to follow instructions as directed- Ability to work effectively in a team setting - Positive attitude and willingness to learn

BDO USA, LLP is an EO employer M/F/Veteran/Disability



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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

**Job Location:**

Melville, New York

**Hours per Week:**

40

**Duration:**

Full Time, Short Term

**Shift:**

First (Day)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Enrolled in a Bachelors or Master's program in Accounting or other relevant field required

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/e7ff2f3016b54e3b8f8f09b6b8364aae161>



## **JOB OPENINGS**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

### **Part 1**

#### **Number of Openings:**

1

#### **Company Name:**

**Developmental Disabilities Institute**

#### **Job Title:**

**Driver**

#### **Minimum Experience Required:**

No experience requirement provided.

#### **Job Description:**

##### **Responsibilities:**

- Transport developmentally disabled individuals throughout Suffolk County. Most drivers will be accompanied by a chaperone.
- Operate vehicle in safe manner at all times
- Obey all rules of the road
- Perform pre-trip inspection
- Report any violations received
- Drive vehicles solely for DDI business
- Follow all agency policies and procedures
- Take time to learn and improve your driving skills
- Ensure safety and well-being of all individuals
- Complete all necessary paperwork on a daily basis (route sheet, vehicle log, Incident reports & etc)
- Safeguard vehicle
- Ensure that all individuals are received by a responsible adult after they exit the van
- Maintain a clean vehicle
- Report vehicle defects immediately
- Maintain a professional appearance at all times

##### **Qualifications:**

- High School Diploma required
- NYS Driver's License without restrictions for driving performance
- CDL required (must acquire within 60 days of hire)
- Not less than 24 months experience as a licensed driver
- No DWI or DUI within the last 3 years
- Six or fewer accumulated points (4-6 points will require DD Course completion within 90 days of hire)
- Three or fewer accident and moving violations (combined) within previous 12 month period



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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

- Defensive Driver (DD) Certification within 90 days of hire
- CPR, SCIP, First Aide Certification within 90 days of hire

#### **Job Location:**

**Smithtown, New York**

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

**High School Diploma required**

#### **Driver Licenses, Including Endorsements:**

**NYS Driver's License without restrictions for driving performance; CDL required (must acquire within 60 days of hire)**

#### **How to Apply:**

**To apply, contact the employer on-line:**

**Web-site <http://my.jobs/8f552983d8b24ffcbfb4bb87fe2a1e8c161>**

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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

**Number of Openings:**

1

**Company Name:**

Ewings Associates, Inc.

**Job Title:**

Administrative Staff

**Minimum Experience Required:**

**Job Description:**

**RESPONSIBILITIES:** \* Receptionist to meet and greet clients \* Answering phones \* Accept mail and checks into the branch, log all mail and checks into our system, scan checks \* Order office supplies, maintain storage for all supplies \* Interact with weekly wholesalers for lunch, including ordering lunch for office. \* Process invoices for payment and approval.

**REQUIREMENTS:** \* Able to interact with both branch employees, wholesalers and clients. \* Knowledge of EXCEL, Work, Outlook \* Willing to learn BOX system to process work.

**Job Location:**

Melville, New York

**Duration:**

Full Time, Regular

**Minimum Education Required:**

No education requirement provided.

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/776c041146d54cdd8034c8e566db85de161>

## **JOB OPENINGS**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

**Number of Openings:**

1

**Company Name:**

**HENRICH**

**Job Title:**

**PURCHASING**

**Minimum Experience Required:**

**2 years**

**Job Description:**

We are seeking a candidate for the position of purchasing coordinator. We are a group of fun, motivated, industry professional, seeking someone to join the team. Please review our website for further company details. <http://www.henrichinc.com>.

**Responsibilities:**

1. Purchasing
  - a. Forecasting demand for Inventory across all company Sales Channels
  - b. Interacting with all Sales Channels to determine stock requirements
  - c. Maintaining adequate stocks to meet current demand
  - d. Coordinating with finance to determine optimal capital investments
  - e. Negotiating best price & conditions with manufacturers
  - f. Placing purchase orders with factory via fax/email
  - g. Ensuring orders meet factory minimums
  - h. Coordinating with sales & project managers to purchase & schedule optimal delivery times to meet A/P and project requirements
2. Interaction with Manufacturers
  - a. Organize Latest Pricing Updates
  - b. Negotiate for Best Prices with Manufacturers
  - c. Relationship management with manufacturer's Sales Reps
3. Product Pricing Management
  - a. Update Manufacturer's Costs in company inventory management software
  - b. Ensure all product info is correct
  - c. Utilize software reporting functionality to optimize inventory requirements and optimize capital investment



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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

**Requirements:** High School Diploma or equivalent required Minimum of three years' experience in a purchasing and/or inventory environment In depth knowledge of inventory, reporting and purchasing management software Experience in a construction or related field a plus Knowledge of industrial parts, accessories a plus

**Job Location:**

West Babylon, New York

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Shift:**

First (Day)

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer, by email, or on-line:

Email: [PRUSH@HENRICHINC.COM](mailto:PRUSH@HENRICHINC.COM)

By Phone : Call Human Resources - HENRICH at 631-465-9452





## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

**Number of Openings:**

1

**Company Name:**

**Olive Garden**

**Job Title:**

**To Go Specialist**

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Work in a team-oriented, high volume, fast paced, guest-centric environment to deliver on our purpose of Hospitaliano! Our passion for 100% guest delight by: Demonstrating genuine hospitality and delivering exceptional guest services in the To Go area **including**:

- \* Greets guests, in person or on the phone, in a warm and friendly way to make them feel welcome and appreciated
- \* Uses product knowledge to describe food and beverage items and to answer guest's questions
- \* Assembles prepared food and condiments correctly following Olive Garden standards
- \* Checks prepared orders for accuracy and reviews order with guest in person

**Job Location:**

**Bay Shore, New York**

**Duration:**

Full Time, Regular

**Minimum Education Required:**

No education requirement provided.

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

**To apply, contact the employer on-line:**

**Web-site: <http://my.jobs/37a334e82cb74228920f8964bbefeda7161>**

## JOB OPENINGS

**Number of Openings:**

4

**Company Name:**

**TKO Installations**

**Job Title:**

**Rigging and Installation Tech**

**Minimum Experience Required:**

**1 year**

**Job Description:**

Our Field Service Technicians standardly work in 2 person teams to accomplish customer/equipment/site specific projects and/or objective driven services for example: new installations, replacements, relocations, removals, etc. This entry level technician position would take instruction, direction and training from the Lead Tech in a crew as well as from the Regional Project Manager, Regional Field Supervisor and the Director of Operations.

**Supervisory Responsibility:** This position has no direct supervisory responsibilities.

**Preferred Education and Experience:**

1. High school diploma, GED or equivalent years of experience.
2. 1 to 3 years of prior experience in a skilled trade (carpentry, electronics, general construction, etc.)

Minimum salary is \$12.50 up to wages commiserate to applicable Skills & Experience.

**Work Authorization/Security Clearance:** US Citizen or Legal Resident Alien with Working Privileges  
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

**Job Location:**

**Farmingdale, New York**

**Pay:**

**\$12.50 Hourly**

**Duration:**

Full Time, Regular

**Work Days:**

Work days vary

**Minimum Education Required:**

**High School Diploma**

**How to Apply:**

To apply, contact the employer by email:

Email: [Tom.Riley@tkosafe.com](mailto:Tom.Riley@tkosafe.com)

## BUSINESS SERVICES

**Marcus Duffin, Business Services Representative**

## JOB OPENINGS

### Part 1

**Number of Openings:**

1

**Company Name:**

**Zebra Technologies**

**Job Title:**

**Administrative Assistant**

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

**\*\*Overview:\*\*** Provide administrative assistance to the Director of PMO for DCS and CPG for EMC. In addition, provide administrative assistance to the DCS PMO team, as well as, various engineering teams within DCS.

**\*\*Responsibilities:\*\*** The ideal candidate will have high professional standards, be able to work both collaboratively as part of a team as well as work independently with little supervision, while anticipating the needs of the director and team. The candidate will need to handle confidential information with complete discretion and manage a diverse and complex workload in a fast-paced environment.

**Responsibilities to include (but not limited to) the following:**

- \* Arrange meetings involving numerous participants in various departments and locations (DCS Program Review, DCS PAC meeting, etc.)
- \* Assist with complex travel reservations and itineraries, which will include international travel and possibly multiple travelers.
- \* Process purchase orders.
- \* Arrange domestic and international shipments.
- \* On-line processing of payments and expense reporting.
- \* Collect data from a variety of sources and prepares a variety of reports involving judgment and analysis. Analysis involves identifying, investigating, and resolving discrepancies.

**\*\*Qualifications:\*\* The ideal candidate will possess the following skills / knowledge:**

- \* Extremely detail oriented and highly organized
- \* Proficient with MS Office tools (Outlook, Word, Excel, Power Point).
- \* Thorough knowledge of meeting planning (conference calls, video-conferencing, equipment, food/beverage, etc.)
- \* **Tigers knowledge preferred**
- \* Willingly accept variety of task assignments and be diligent about meeting deadlines with high quality
- \* Excellent people and communications skills
- \* Self-motivated and able to accurately complete tasks on time

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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

#### **Job Location:**

Holtsville, New York

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

No education requirement provided.

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/b0ec278f0dfc40d2a701b7c50dcc61fc161>

## JOB OPENINGS

**Number of Openings:**

1

**Company Name:**

**Zebra Technologies**

**Job Title:**

**Mobile Application Intern (Summer 2015)**

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

**\*\*Overview:\*\*** This position is for a summer internship with the Mobile Application Developer Community group of Zebra Technologies.

**This team is responsible for:**

- \* Producing technical content for Android and Cross Platform application developers
- \* Engaging with the community in online discussions
- \* Developing sample code and projects to demonstrate the use of our API and Software Tools

**\*\*Responsibilities:\*\*** In this position you will be responsible for a variety of tasks including:

- \* Writing developer guides and tutorials
- \* Documenting API reference material
- \* Writing small sample projects and code snippets
- \* Investigating and resolving issues reported by the community in online discussions
- \* Opportunities for developing software and tools to help manage the documentation process

**\*\*Qualifications:\*\*** Pursuing a degree in computer science or related degree.

**Experience or knowledge in mobile application development:**

- \* Android, Java \* HTML, JavaScript, Ruby \* Agile development, Pivotal Tracker \* Git Hub \* Eclipse or Android Studio

**Job Location:**

**Holtsville, New York**

**Duration:**

Full Time, Regular

**Minimum Education Required:**

**Pursuing a degree in computer science or related degree**

**How to Apply:**

**To apply, contact the employer on-line:**

**Web-site:** <http://my.jobs/0ec8ebcd55a64ffe8dc38e2db3a097aa161>

## BUSINESS SERVICES

**Marcus Duffin, Business Services Representative**



## JOB OPENINGS

### Part 1

**Number of Openings:**

2

**Company Name:**

Arctic Glacier

**Job Title:**

Laborers and freight, stock and material

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

**Summary of Functions:** The forklift operator is responsible for pulling and stacking inventory in the storage unit and pulling from production lines ensuring that the production line flows efficiently.

**Duties and Responsibilities:** Inspects equipment according to manufacturer's specifications. Adheres to proper way to stack product on pallets. Performs duties in a safe manner. Ensures product is packaged, stacked properly, and moved to the freezer. Assists by providing guidance to seasonal employees during peak production months. Assists with executing the daily offloading and receiving of trailers and unpacking pallets. Ensures area is cleaned and organized at the end of the day. Other duties as assigned.

**Accountability and Performance Measures:** Ensures reports are completed accurately. Ensures proper staging of material for the production and storage of ice. Assures attainment of daily production schedules.

**Organizational Relationships:** Reports directly to the Production Lead.

**Key Relationships:** Plant Manager and Production Associates.

**Competencies: Technical:** Awareness of OSHA and safety procedures. Ability to operate a forklift, license preferred, but not required.

**Behavioral:** Ability to work well with others. Excellent communication skills. Strong analytical and problem solving skills. Excellent organization and time management skills. Ability to work independently during varying shifts. Weekends and over-time required during height of season.

**Qualified candidates may email resume to:** [bhill@arcticglacier.com](mailto:bhill@arcticglacier.com)

## BUSINESS SERVICES

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**Frank Nardelli**  
Commissioner

**James DiLiberto**  
Workforce Investment Board Chair

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## **JOB OPENINGS**

### **Part 2**

**Job Location:**

**35 Engel Street  
Hicksville, New York**

**Pay:**

**\$10.00 - \$12.00 Hourly**

**Benefits:**

**Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan**

**Duration:**

**Full Time, Regular**

**Minimum Education Required:**

**GED**

**Driver Licenses, Including Endorsements:**

**Class D (Operator)**

**How to Apply:**

**To apply, contact the employer by email:**

**Email: [bhill@arcticglacier.com](mailto:bhill@arcticglacier.com)**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**



## JOB OPENINGS

### Part 1

**Number of Openings:**

1

**Company Name:**

Arctic Glacier

**Job Title:**

Production Lead

**Minimum Experience Required:**

5 years

**Job Description:**

The Production Supervisor is responsible for managing the manufacturing and processing of quality ice while meeting or exceeding budget.

**Duties and Responsibilities:** Leads manufacturing and shipping departments and ensures the highest quality products that are among the Arctic Groups lowest cost per ton. Directs control of all plants mechanical and maintenance departments in order to achieve optimum production while following the PIQCS process and adhering to the companies' policies. Establishes and achieves operating overhead and variable budgets as well as directs the departments in such a manner to ensure the highest level of efficiency while meeting budgeted costs and standards. Assures effective labor relations and consistent policy administration. Trains and motivates employees to achieve peak productivity and performance. Develops subordinates in the performance of their duties for positions of greater responsibility. Maintains adequate programs for the sanitation and housekeeping practices that fully meet the requirements of company policy and governmental regulations. Directs a structured goals and objectives program resulting in annual cost savings, productivity improvements and accomplishments of overall objectives. Assists other departments and distribution centers as needed with projects and/or questions. Available to other Arctic regions as needed for special projects. Other duties as assigned.

**Accountability and Performance Measures:** Maintains adequate inventory levels to meet demand in sales. Responsible for the performance management of production staff. Maintains proper staffing level to ensure efficient operation of the department.

**Organizational Relationships:** Reports directly to the Plant Manager. Directly Supervises: Production Associates.

**Key Relationships:** Maintenance Associates. Maintenance Manager.

**Competencies:** Technical: Strong mechanical aptitude. Vast knowledge of mechanical equipment operation. Excellent mechanical trouble shooting skills.

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative



## **JOB OPENINGS**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

### **Part 2**

**Behavioral:** Ability to work well with others, while maintaining strong supervisory skills. Excellent analytical and problem solving skills. Excellent communications and interpersonal skills. Excellent organization and time management skills. Ability to identify the need and the willingness to seek assistance or guidance when necessary. Patient, persistent, adaptable and detail oriented. Weekends and over-time required during height of season.

**Qualified candidates may email resume to: [bhill@arcticglacier.com](mailto:bhill@arcticglacier.com)**

**Job Location:**

**35 Engel Street  
Hicksville, New York**

**Pay:**

**\$15.00 - \$20.00 Hourly**

**Benefits:**

**Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan**

**Duration:**

**Full Time, Regular**

**Work Days:**

**Work days vary**

**Minimum Education Required:**

**GED**

**Driver Licenses, Including Endorsements:**

**No Driver License requirements specified.**

**How to Apply:**

**To apply, contact the employer by email:**

**Email: [bhill@arcticglacier.com](mailto:bhill@arcticglacier.com)**

## **JOB OPENINGS**

**Number of Openings:**

1

**Company Name:**

**Transdev North America, Inc.**

**Job Title:**

**Maintenance Trainer/Instructor**

**Minimum Experience Required:**

**3 years**

**Job Description:**

**RESPONSIBILITIES:**

- Ensure new technicians and service personnel are thoroughly trained in the safe and efficient handling of vehicles and equipment to exceed customer standards.
- Monitor the progress of technicians and service personnel to ensure proper training. Ensures all employee training records are in compliance with training policies.
- Responsible for the direct supervision of students.
- Manage the ASE Program.
- Perform new equipment familiarization and refresher training.
- May assist with reviews of Smart Drive events, to include counseling of technicians and service personnel.
- Acts as a resource to provide employees with expert information on operation of equipment.
- Assist with advanced diagnostics on equipment as needed.
- Monitor and train maintenance employees on OSHA compliance.
- Recommend additional methods, procedures, and preventative measures to provide the highest level of safety.
- May be cross-trained to investigate accidents and incidents involving company property, equipment, and personnel within the maintenance department.
- Perform related work as required and other tasks as assigned.
- Manage staff members in the repair, preventive maintenance, servicing and cleaning of compressed natural gas, diesel, and alternative fuel powered buses and service vehicles.
- Manage maintenance personnel including recommending discipline.
- Monitor technician performance in a manner consistent with company/location policy
- Ensure that all mechanics have the proper licenses and certifications including yard permits.
- Provide technical assistance and on-the-job training to mechanics.

Assist to ensure DOT compliance and inspections of revenue and service equipment

**Qualifications:**

- College or technical degree preferred.
- Ideal candidate will have a combination of hands on experience and formal instruction training in a classroom setting as well as on the maintenance floor

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**



## **JOB OPENINGS**

## **BUSINESS SERVICES**

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- 3 years' experience in the repair and maintenance of all types of automotive and transit equipment or an equivalent combination of training and experience.
- Knowledge of diesel engines and/or internal combustion engines, automatic transmissions, air brakes, steering, and drivelines.
- Must possess a basic understanding of the theory of electricity and also be able to read and understand wiring diagrams.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Must have or obtain ASE certification in various disciplines within one year.
- Ability to obtain a Commercial Drivers' License with a passenger endorsement.
- Proficiency using Microsoft Office (including Word, Outlook, Excel and PowerPoint)
- Must be able to handle sensitive and confidential information/situations.
- Must be a team player yet able to work well independently.
- Must be able to work well with a diverse group of internal and external customers.
- Thorough knowledge of occupational hazards and safety/training procedures

**Job Location:**

**Garden City, New York**

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Minimum Education Required:**

College or technical degree preferred

**Driver Licenses, Including Endorsements:**

ASE certification

**How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/699622bed993434590424549247b4276161>